STANDARD FORM NO. 64
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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Administrative Staff

DATE: 16 March 1951

FROM : Chief, Staff D

SUBJECT: Microfilm Experiments

1. IID has conducted three experiments on the microfilming of the IID case files. The results of these tests are as follows:

a. Test Number 1.

Conducted from 3 October 1950 to 7 October 1950 on a 16 mm. BURROUGHS Microfilm Recorder, Style BH 190-E. A team of three men disassembled and hand fed 10,247 documents in 22 work hours, or 66 test man-hours. This averages 465 documents per hour for a 3-man team, including reassembly time.

On the whole this was an unsatisfactory trial as the machine jams and tears documents. However, the finished film was quite readable. 851 feet of film were used for this test.

b. Test Number 2.

Conducted 12 and 13 February 1951, on a 35 mm. RECORDAK Flat-Bed portable. A team of two men microfilmed an average of 400 documents per hour without disassembly or reassembly.

This test was highly successful in that the film was very legible and no documents were torn or mutilated. 200 feet of film were used in this experiment.

c. Test Number 3.

Conducted 8 March 1951 to 13 March 1951 on a 35 mm. DIEBOLD FLOFILM, Type 90-01. A team of two men disassembled 4,454 documents in four hours, or 8 man-hours for an average disassembly of 556 documents per man-hour to remove staples, Acco fasteners, clips, etc.

The 4,454 documents were microfilmed by one man in 8 hours, 35 minutes, exclusive of 50 minutes devoted to breakdown of the machine. This averages 524 documents per hour fed through the machine.

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Two men were employed for 13½ hours or 27 man-hours, reassembling the 4,454 documents back into usable files. This averages 102 documents per man-hour drawn from the files, disassembled, microfilmed, reassembled and placed back into the files.

The two great disadvantages of this machine are the scrambling of the documents in the catching hopper, and the occasional jamming and tearing of documents. Seven hundred feet of film were used in this test, three hundred feet have been developed and found unsatisfactory due to blurred image and streaked film.

2. The findings may be summarized as follows:

Experiment Number	Size Film	Type Camera	Documents Per Man-Hour
1	16 mm.	Rotary	155
2	35 mm.	Flat Bed	200
3	35 mm.	Rotary	102

Considering the factors of cost in man-hours, ease in handling material, size of film, wear and tear on files, etc., it is quite evident that a 35 mm. Flat Bed RECORDAK microfilm camera is best suited for the IID file project.

3. Recommendations.

In view of the foregoing, it is recommended that three 35 mm. Flat Bed RECORDAK cameras be obtained without further delay.

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